NEBRASKA
DEPARTMENT OF LABOR
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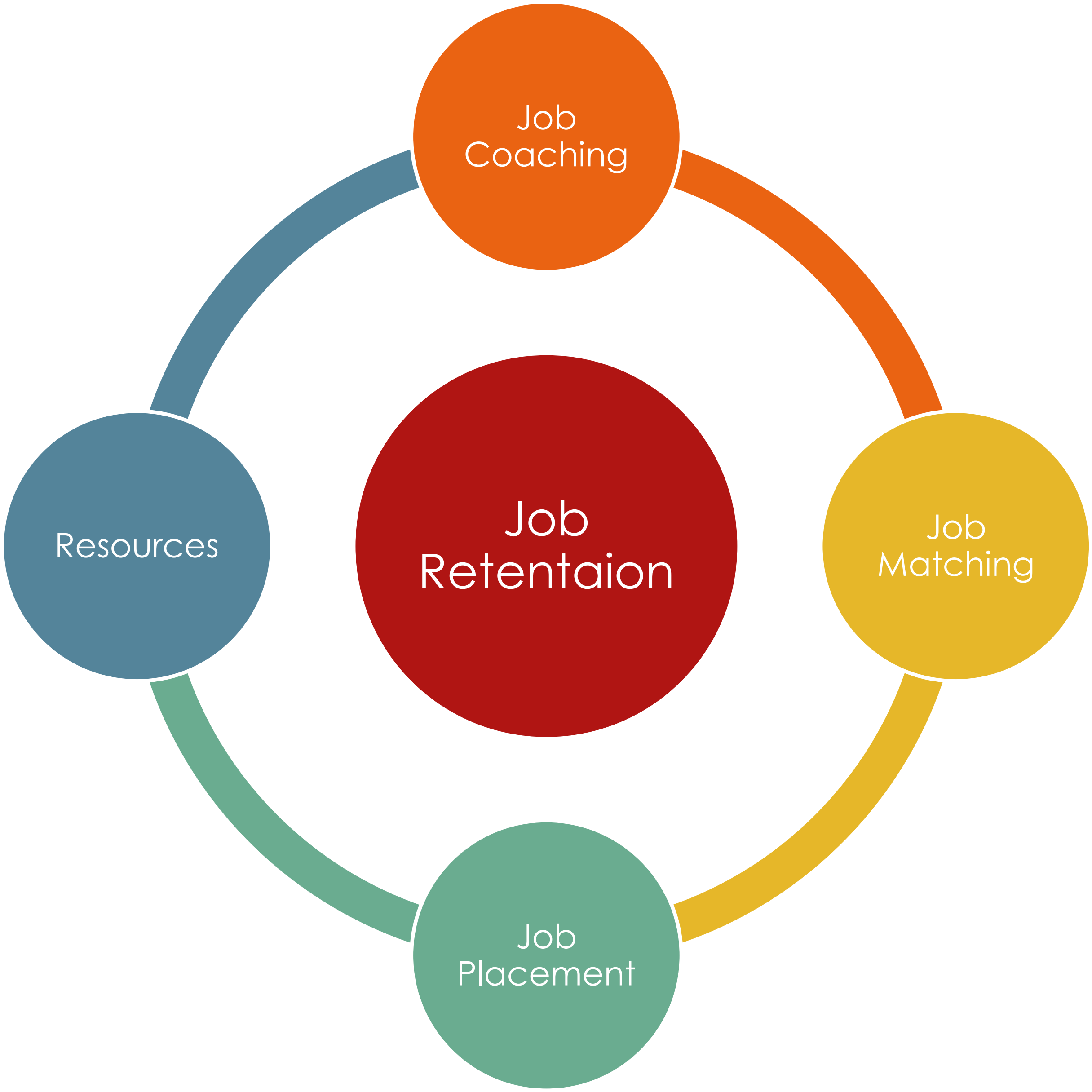
Job Driven

National Emergency Grant

Information for Vocational Rehabilitation

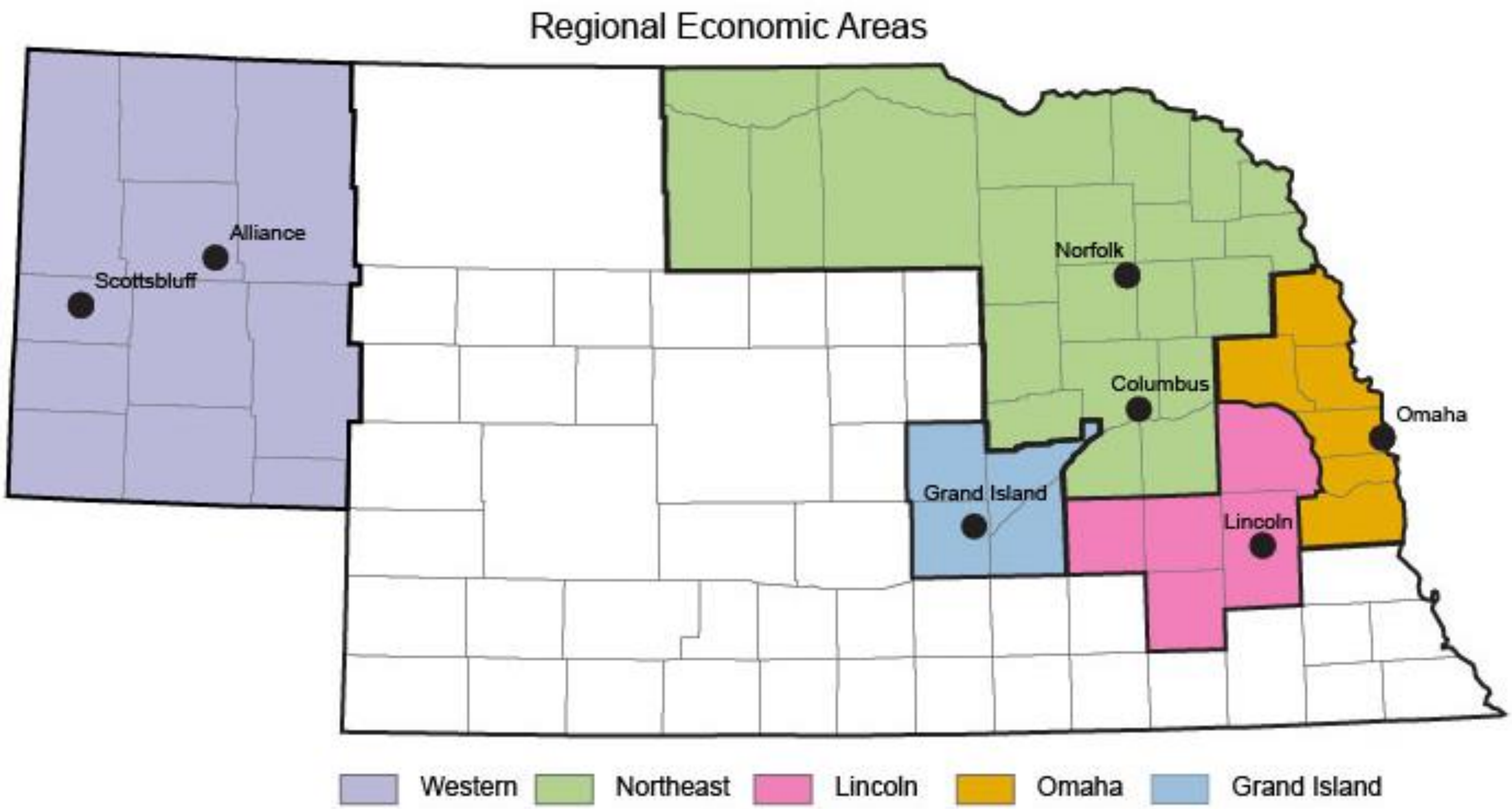
A partner driven strategy that creates reemployment services and work-based trainings for dislocated workers, the long-term unemployed and veterans returning from service. This industry driven project will help to connect and prepare participants for employment opportunities in Advanced Manufacturing and Transportation, Distribution, and Logistics (TDL).

Focus on Job Retention



Section 1 – General Information

JOB DRIVEN NEG SERVICE REGIONS



Components and Stakeholder Contributions

Partnerships

- DOL Programs (WIA, JVSG, TAA, Wagner-Peyser, Unemployment Insurance, LMI)
- Career and Technical Education
- Adult and Post-Secondary Education
- Workforce Investment Boards (WIBs)
- Economic Development
- Employers
- Community-Based Organizations

Resources

- Reemployment Services
- Job Matching and Job Coaching
- Training Resources (Training Providers, WIA, Voc Rehab)
- Supportive Services (Service Agencies, Community Based Organizations, Nonprofit Organizations, DHHS)
- Technology (NEworks, Career Connections)
- Social Media

Industry Input

- Industry Councils (NeMAC, TDL, etc.)
- Industry-Recognized Credentials
- Workforce Needs
- Work-Based Trainings (OJTs, Customized Trainings)
- Career Pathways Identification
- Employer Satisfaction

JOB DRIVEN NEG STAFF RESPONSIBILITIES

Job Driven NEG Job Coaches (i.e. case managers) are required to complete the following program guidelines:

1. Recruit Participants and Employers.
2. Determine participant eligibility.
3. Enter all activities, Objective Assessment Summary (OAS), Individual Employment Plan (IEP) and Case Management notes in NEworks.
4. Complete job coaching sessions with the participant that include:
    a. Complete the Objective Assessment Summary (OAS) in NEworks.
    b. Create an electronic Individualized Employment Plan in NEworks.
    c. Review the Kuder Journey assessment.
    d. Review the electronic resume in NEworks.
    e. Provide assistance with resume creation, interview preparation, job search navigation in NEworks.
    f. Provide relevant LMI and analysis of data
    g. Provide referrals to partner services or community resources.
    h. Provide necessary job coaching.
    i. Develop job matches and work-based learning opportunities.
5. Electronically case note in NEworks contact with the participant. Use Job Driven NEG case note template.

JOB DRIVEN NEG LIST OF SERVICES

Below are the minimum services that Job Driven NEG participants will receive. Additional services may be provided to Job Driven NEG participants based on their needs. This list contains services provided by JD NEG staff and may not reflect services provided by partner programs.

- Orientation for attending the NEres Orientation
- Provision of Labor Market Research
- Initial Assessment for the Objective Assessment Summary
- Job Search/Placement Assistance
- Interest/Aptitude and Skills Testing assigned after taking the Nebraska Career Connections Assessment
- Development of Individual Employment Plan (IEP)

PARTICIPANT NEED FOR REFERRALS

The Job Driven NEG program expects participants be referred to at least one additional service to assist in their reemployment strategy. Most Job Driven NEG participants can benefit from additional assistance, employment services or otherwise. The expectation is that Job Driven NEG participants will be busy doing something related to searching for work.

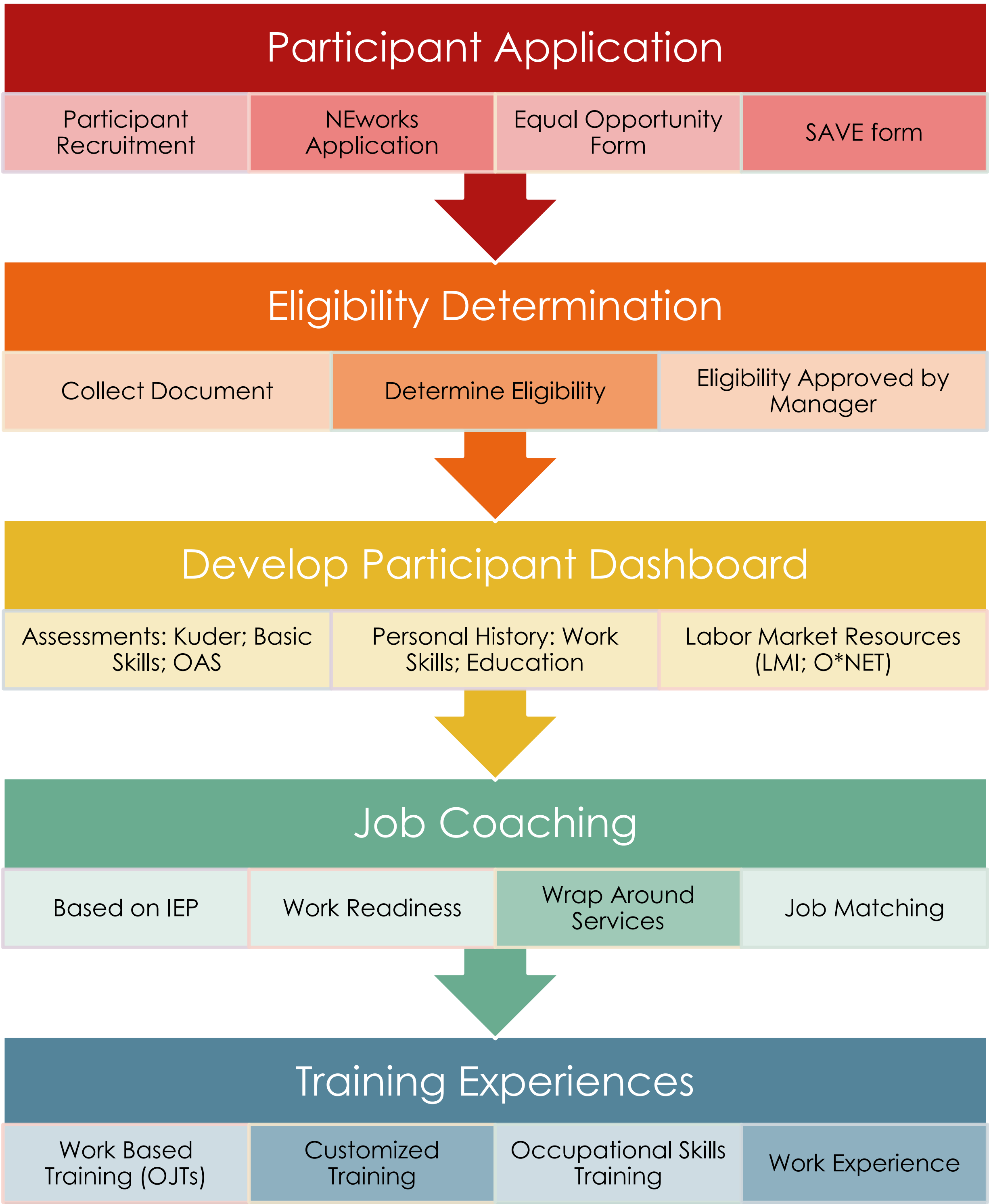
REFERRAL TO SERVICES

The available programs or partner services include, but are not limited to:

- Vocational Rehabilitation
- Disabled Veteran Outreach Program (DVOP) case management
- WIA case management
- TAA case management
- Other Partner services (ex. Aging Services, Adult Education, etc.)
- Community services (ex. Food bank, drug and alcohol intervention, etc.)

Section 2 – Participant Enrollment

JOB DRIVEN NEG ENROLLMENT PROCESS



JOB DRIVEN NEG PROGRAM REVIEW CHECKLIST

- ☐ **Equal Opportunity (EO) Form**
    - ✓ Review the EO form with the applicant
    - ✓ They must read, sign and date the EO form
    - ✓ Provide the client a copy of the EO form
    - ✓ Place a copy of the signed form into ECM
- ☐ **SAVE Verification**
    - ✓ Inform the client of the requirement to be a citizen of the United States or an authorized alien allowed to work in the United States
    - ✓ Have the client complete the SAVE form
    - ✓ Place a copy of the signed form into ECM
- ☐ **Eligibility Determination**
    - ✓ Verify and make copies of all documentation required for eligibility
    - ✓ If the applicant meets the requirements and is determined eligible and appropriate for the Job Driven NEG, proceed with enrollment and begin providing services
    - ✓ If the applicant is not eligible for the Job Driven NEG, they should be referred to another program/agency that may be able to help meet their needs.
- ☐ **Assessments**
    - ✓ Have the participant complete all 3 Kuder Assessments (may be done prior to enrollment)
        - Career Interests
        - Skills confidence
        - Work Values
    - ✓ Document results from Basic Skills Assessment
    - ✓ Document results from the Objective Assessment Summary (OAS)
- ☐ **Individual Employment Plan (IEP)**
    - ✓ Work with the client to develop the IEP
- ☐ **Job Coaching Services**
    - ✓ Provide job coaching based on the client dashboard
    - ✓ Services are centered around the IEP
- ☐ **Training Services**
    - ✓ Provide job coaching based on the client dashboard
    - ✓ Services are centered around the IEP
    - ✓ Determine need and opportunities for Training services
        - On-the-Job Training
        - Customized Training
        - Occupational Skills Training (Classroom Training)

PROGRAM ELIGIBILITY

A person must meet the requirements of one of the following categories to be eligible to participate in the Job Driven NEG. The categories are:

1. Unemployed Individuals
2. Dislocated Workers
3. Separating Veterans

The following apply to all participants for program eligibility

- Authorized to work in the United States
  AND
- Be registered under the Military Selective Service, if applicable

UNEMPLOYED INDIVIDUALS

A. Do not have a job
B. Underemployed individuals are not considered "unemployed"

TYPES OF ASSESSMENTS

Job Driven NEG participants must complete all assessments before the Individual Employment Plan (IEP) and Job Coaching and any Training services can be provided. All Job Driven NEG participants will have the following assessments on file:

1. **Kuder Assessments** through Nebraska Career Connections
   a. Career Interests Assessment
   b. Skills Confidence Assessment
   c. Work Values Assessment
2. **Basic Skills Assessment** for determination of Math and Reading (most often, but not limited to, CASAS)
3. **Objective Assessment Summary** (OAS) in NEworks

The only exception to the Kuder and Basic Skills assessments are reverse referral candidates for On-the-Job Training positions. They are strongly encouraged to take Kuder and CASAS assessments, but they are not required to, unless requested by the employer participating in the OJT.

KUDER ASSESSMENTS (NEBRASKA CAREER CONNECTIONS)

1. Participants must take all 3 Kuder Assessments on the Nebraska Career Connections website.
   a. Career Interests Assessment
   b. Skills Confidence Assessment
   c. Work Values Assessment

2. The Kuder assessments may be taken before or after participant enrollment in the Job Driven NEG program.
3. Kuder assessments are good for up to 3 months if taken before enrollment in the Job Driven NEG program.
4. The Kuder assessment requirement can be waived if an individual is already enrolled in an NDOL (Vets, WIA, TAA) or other employment case management program (WIA, Voc Rehab, etc.). For the Kuder assessment requirement to be waived:
    a. The individual must be actively engaged in the case management process, and
    b. There must be supporting information or materials to substantiate the course of action for their IEP.

CAREER CONNECTIONS (KUDER) INSTRUCTION MANUAL

The Nebraska Career Connections manual provides information on taking the Kuder assessments and exploring the outcomes of the assessments. This document is available electronically: http://partnershipsforinnovation.org/wp-content/uploads/2012/04/Step-By-Step-Walk-Thru-of-NCC.pdf

BASIC SKILLS ASSESSMENT (CASAS)

Job Driven NEG participants must take a Basic Skills Assessment. The only exception to this are reverse referral candidates for On-the-Job Training positions. If a JD NEG participant does not have a Basic Skills Assessment from the previous 6 months, they must take the CASAS assessment within 2 weeks of determining their eligibility for the JDNEG program.

Parameters for the Basic Skills Assessments

1. Basic Skills Assessments can include, but are not limited to:
    a. CASAS—used by NDOL WIA
    b. TABE—used by Adult Basic Ed programs
    c. Wunderlich—rarely used
    d. Compass—Vocational Rehabilitation; Community Colleges
2. JD NEG program staff may use a participant's previous Basic Skills Assessment if it was taken within 6 months of the NEworks Date of Application for the JD NEG.
    a. Previous Basic Skills Assessments may be used from other partner programs (Voc Rehab, WIA, etc.)
    b. A copy of the Basic Skills Assessment must be scanned into ECM.

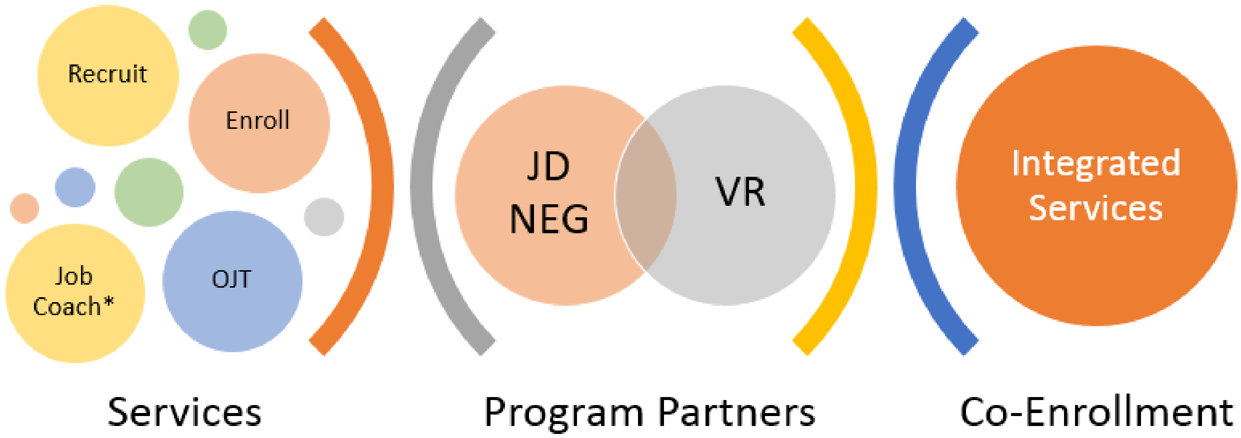
OBJECTIVE ASSESSMENT SUMMARY (OAS)

OBJECTIVE ASSESSMENT SUMMARY (OAS) DISCUSSION FOR JD NEG STAFF

- ✓ 5% of time on Greeting
  - Introduction
  - Expectations of 1-on-1
- ✓ 30% of time on Work History
  - *Tell me about your last job…*
  - *What did you like?*
  - *What didn't you like?*
  - Listen to what they say and to what they do not say.
  - Take notes.
  - Pick up on cues they are giving regarding soft skills and technical skills.
- ✓ 30% of time on Nebraska Career Connections (Kuder) Assessments
  - *What do you think of these results?*
  - *The results indicate…*
  - *Do you agree with that?*
  - Get a sense of the direction they should look for jobs.
- ✓ 20% of time on Work Search Information
  - *What tools have you used to look for work? NEworks, other websites, in person?*
  - Get a sense of what they are actually doing to gain employment.
  - UI Eligibility Review information.
  - Provide some insight on how to proceed.
- ✓ 15% of time on Wrap-up
  - Your next steps
    - Writing out their IEP
    - Making referrals for them
    - Following up with them about the IEP and referrals
  - Their next steps
    - Continue work search
    - Attend workshops available
    - Follow up with referrals you make for them
  - Set next appointment
    - Over the phone
    - In person
- ✓ <u>Staff are in control of the situation and the conversation.</u>
  - Redirect them when necessary.
  - Ask leading questions.
  - Keep the conversation focused on their employment needs.
  - Take notes.
  - Watch the time.

Section 3 – Co-enrollment with Voc. Rehab.

Co-enrollment is a responsive process based on the circumstances and needs of each participant, and on the resources available from each program. Co-enrollment is based on the resources available from each program. Each program will leverage its own resources to provide services and best promote co-enrollment of JD NEG and Voc. Rehab participants in order to maximize resources without duplicating services.



*"Job Coach" for the JD NEG has a separate meaning and definition than it does for VR.

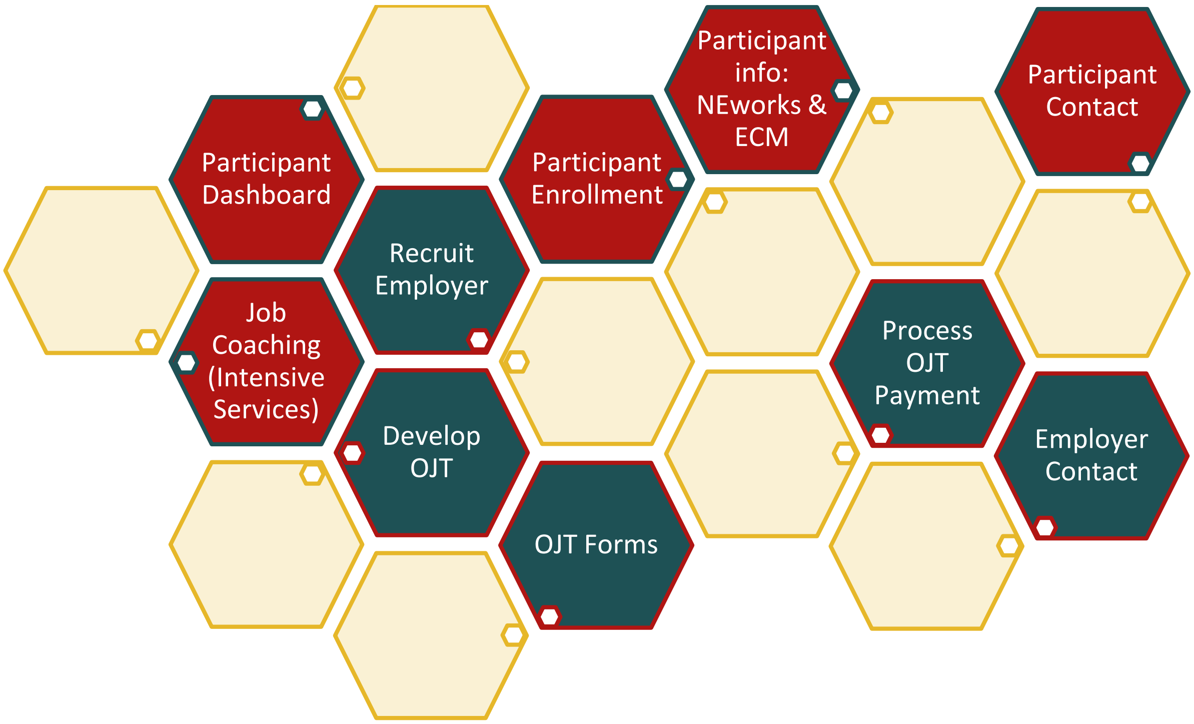
Considerations for co-enrollment include, but are not limited to:

- Availability of program funds.
- Program services to be provided to the participant.
- Program opportunities that will benefit the participant.
- Opportunities for both programs to contribute to the participant's reemployment goals.
- VR policy must be followed for all JD NEG co-enrolled participants.
- All co-enrolled participants will impact VR performance.

CO-ENROLLMENT EXAMPLE

The graphic below is a general example of the types of activities involved in serving a JD NEG/VR participant. The activities displayed show that services can be concurrent and are not always provided in a linear manner. Services can occur at the same time and may occur multiple times throughout participation.

Example of Base Services for Strategy Development



- For this example, the RED responsibilities are maintained by the "primary" case manager and the BLUE responsibilities are maintained by the "secondary" case manager, who is also the lead employer contact.
- This is the starting point for developing roles and responsibilities of each program staff to serve the participant and meet their program needs.
- Communication among program staff to determine how the above roles will be completed is necessary.

CO-ENROLLMENT STRATEGY

A strategy must be developed in coordination with the local VR program to co-enroll program participants. The strategy should address the following (this list is not all inclusive):

1. **Who is the primary participant case manager, and who is the secondary?**
   a. The primary case manager will take the lead with the participant. They will make contact and maintain communication with the participant.
   b. The secondary case manager will support the participant's program participation by providing services, but they most likely will not maintain constant contact with the participant.
2. **What are the responsibilities of the primary and secondary case managers?**
   a. Both programs must provide services to the participant for co-enrollment to occur. These services must be coordinated by the program staff and must be recorded in

appropriate program tracking systems. NEworks is the tracking system for the JD NEG.

b. At a minimum, the primary case manager will maintain contact with the participant, as well as record and document information related to their work with the participant.

c. The secondary case manager will also provide program services to the participant. The program services can be provided indirectly and should be coordinated with the primary case manager.

3. Who is the primary contact for the employer?

a. The primary contact for employers will:
    i. Coordinate OJTs
    ii. Coordinate Job Placements for internships, etc.
    iii. Collect paperwork from employers
    iv. Communicate program benefits and responsibilities to employers
    v. Maintain contact with employers
    vi. Follow up on OJT candidates and their performance
    vii. Coordinate with the primary case manager for the participant to ensure that employer feedback on the candidate is being acted upon
    viii. Document information in NEworks and ECM
    ix. Provide technical assistance to employers regarding the program
    x. Conduct site visits for OJTs and other work-based trainings
    xi. Discuss and address employer needs for customized trainings

4. How is communication coordinated between the program staff?

a. What is the preferred method of communication?
b. What information specifically needs to be provided, and how often?
c. Will there be on-going meetings to provide program/participant updates?

5. What are the recruitment strategies for each program?

a. Will there be a primary recruiter?
b. How will both programs contribute to the co-enrollment numbers?
c. How will staff coordinate so they are not outreaching to the same entities and creating confusion?
d. What can each program effectively communicate about the other?
e. Are there outreach materials the programs want to have utilized?

6. How will referrals take place?

a. Is the Referral to Service Provider utilized in NEworks?
    i. The JD NEG staff will utilize this to make referrals through NEworks
b. What referral methods does VR use?

7. What is needed for a referral to each of the partnering programs?

a. Does VR want JD NEG <u>applicants</u> to be referred to VR?
b. Does VR want only JD NEG <u>participants</u> to be referred to VR?
c. Does VR want to limit referrals in any way?
d. Are there key indicators that should trigger a JD NEG referral to VR?

8. **How will referrals be followed up with?**
    a. Will program staff <u>receiving</u> the referral contact the individual to invite them to participate in an additional program?
    b. Will program staff <u>making</u> the referral reach out to the referred individual and coordinate their participation in the new program?
        i. How will it be communicated back to the receiving program that the participant is interested in co-enrollment?
9. **Will the programs share eligibility documentation?**
    a. Will each program have a signed release form from the participant, in order to share information?
        i. The JD NEG requires a signed release form in order to provide VR information.
        ii. Does VR have the same requirement?
    b. How will the request be made to the first program for eligibility documentation and information?
    c. Examples of information both programs may have for individuals include, but are not limited to:
        i. Basic Skills Assessment score
        ii. Individual Employment Plan (may have a different name)
        iii. Driver's License
        iv. Social Security Card
        v. Nebraska Career Connections Assessments
10. **How will resources be leveraged to ensure no duplication of services?**
    a. What specific services will each program fund/provide?
    b. Where are areas for potential overlap? How will these be addressed?
11. **What determines a participant's completion for each program?**
    a. When are they "finished" with VR?
    b. When are they "finished with JD NEG?
    c. Does this impact the roles of the primary and secondary case managers?
12. **Any additional issues**
    a.
    b.
    c.
    d.
    e.

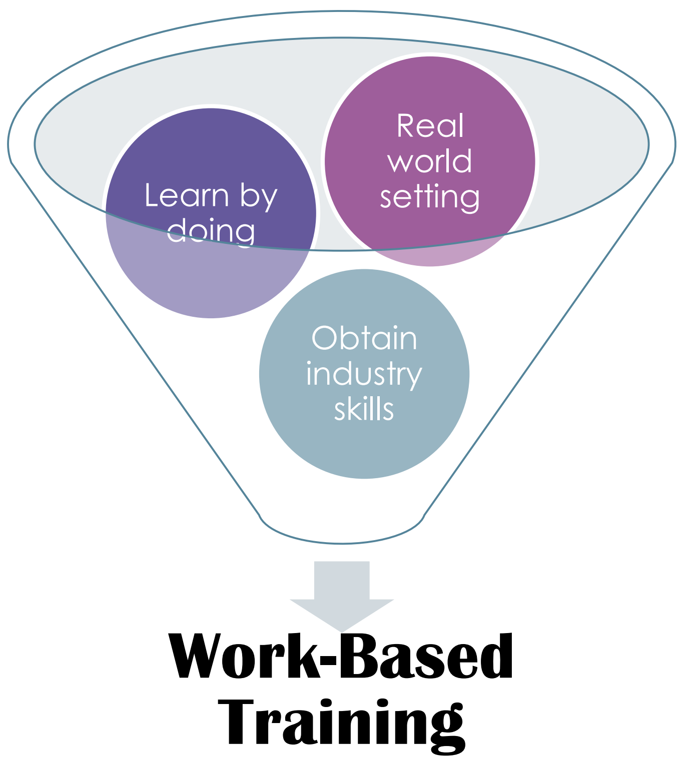
Section 4 – Work-Based Learning

WORK-BASED LEARNING

Work-based learning can bridge the divide between unemployment and employment for long-term unemployed individuals. Studies show that employment and earnings outcomes for workers are higher when training is closely targeted to specific occupations and industries, particularly in real work-based settings. Work-based trainings are effective in:

- Helping jobseekers to quickly reenter the workforce
- Learn the desired skills in the workplace
- Obtain employment utilizing the newly acquired skills and competencies

The model below shows the characteristics of work-based trainings.

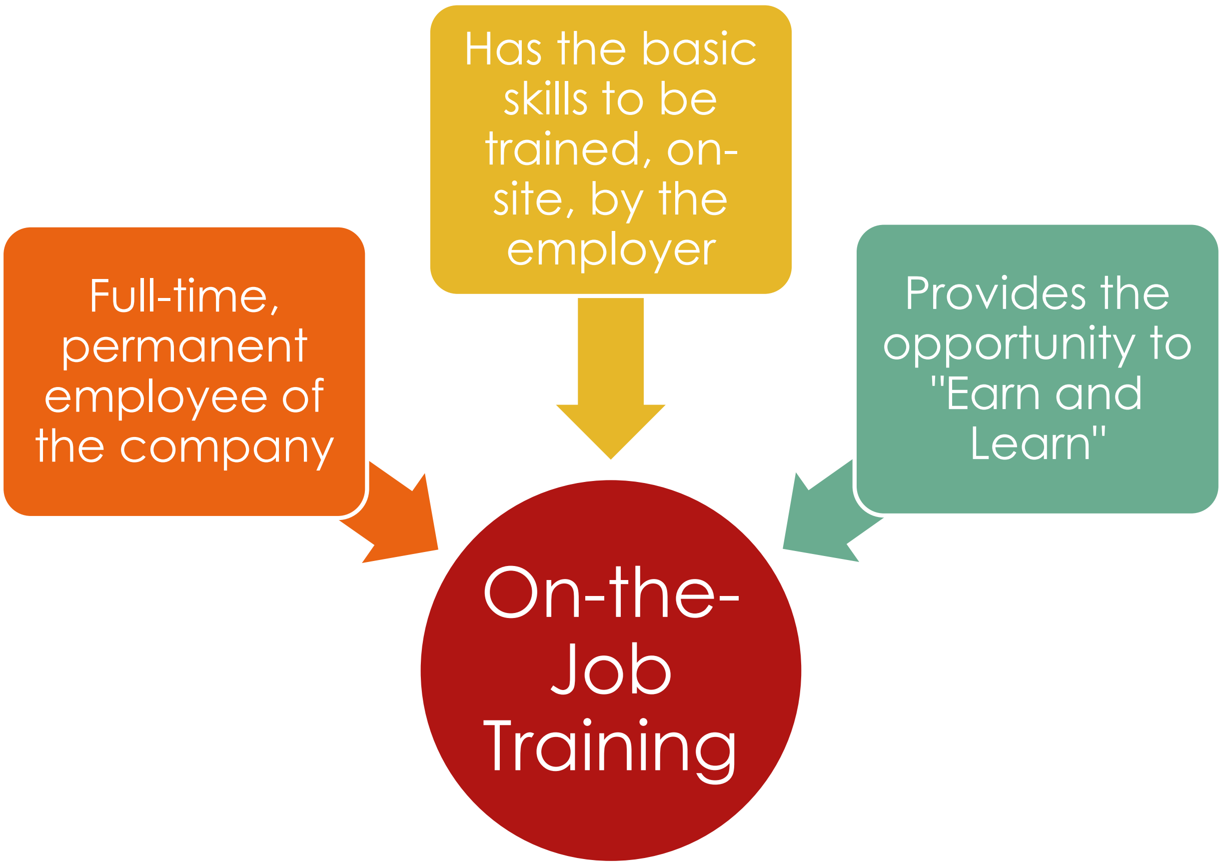


ON-THE-JOB TRAINING INFORMATION

OJTs provide a client with the opportunity to be trained with the knowledge and skills necessary for the full and adequate performance of a specific job.

1. Employers must be from the:
    a. private sector
    b. private non-profit sector
2. An OJT candidate cannot have worked for the employer at any time in the past, regardless of position, title or length of term since separation.

3. OJT contracts must be for full-time, permanent employment.
4. The employer must intend to retain the employee in the occupation and at the wage rate provided by the contract, after the end of the training period (subject to the employer's right to terminate the trainee for normal business or personal reasons as appropriate).
5. Employers may refer individuals to JD NEG staff for a determination of program eligibility and assessment of suitability for on-the-job training. Reverse referrals are allowed.
6. Training will be provided only for those occupations or companies that identify themselves as part of the manufacturing or transportation, distribution, and logistics industries.



OJT FUNDING LIMITS

1. Employer reimbursement rate is based on number of employees at the worksite location where the OJT participant is working:
    a. 1—50 employees = up to 90% wage reimbursement
    b. 51—250 employees = up to 75% wage reimbursement
    c. 251 or more employees = up to 50% wage reimbursement
    d. The size of the employer is based on a single geographical site location. Site could be one store of a national chain or the site could include 60 acres of plant structures counting all employees.

2. OJTs are limited to a length of time that is appropriate to the training for the client’s job.

OJT EMPLOYER REIMBURSEMENT

1. Wage reimbursements cannot exceed the State’s average wage of $19.33 per hour. The State maximum hourly reimbursement rate of $19.33/hour is only to be used when the employee’s wages meet or exceed:
    a. $38.66/hour at 50% reimbursement rate
    b. $25.77/hour at 75% reimbursement rate
    c. $21.48/hour at 90% reimbursement rate
2. An employer must have a W-9 (formal tax document) on file with NDOL.
3. Official payroll records containing the trainee’s hours and wages must be utilized to determine the amount reimbursed to an employer.
    a. Employers will submit reimbursements request with supporting documentation in order to be reimbursed their training costs
    b. Reimbursements will be submitted no more than monthly and no less than quarterly.
4. OJT reimbursements are made based on actual hours worked at the regular base rate per hour.
    a. Hourly reimbursements will not be made on overtime pay rate, shift differential pay rate, premium pay, and other non-regular wages paid by the employer to the participants.
    b. The reimbursement cannot be based upon non work time such as illness, holidays, plant downtime or other events in which no training occurs.

OJT TIME LIMIT

1. OJTs are limited to a length of time that is appropriate to the training for the client’s job.
2. The time limit cannot to exceed 6 months.
3. The length of the OJT must take into account:
    a. Employer’s training content
    b. Client’s prior educational training
    c. Client’s prior work history

OJT RESTRICTIONS

1. Employers are not eligible for OJTs if they:
- Have exhibited a pattern of failing to provide OJT clients with continued long term employment, wages, benefits, and working conditions equal to regular employees who have worked a similar length of time at the same type of work.
- Have been debarred or suspended from receiving federal contracts.

2. OJTs will NOT be developed for positions that:

- Do not provide a self-sufficient wage. (A self-sufficient wage is defined as a wage that provides sufficient income to support a minimally decent standard of living, without public cash assistance.)
- Receive a majority of pay from commission or piece rate wages
- Are intermittent or seasonal
- Are temporary positions (except when the employer has the common practice of hiring all employees on a temporary basis, and letting them work into full-time permanent status after achieving pre-determined productivity levels, meeting qualitative standards, maintaining satisfactory attendance record, and/or other criteria as specified in the company's personnel policy)
- Use temporary employees who are supplied to an employer by a temporary agency/contractor
- Are in companies which have experienced a greater than average turnover rate during the preceding twelve-month period for similar types of industries
- Are in industries with a substantial number of experienced and able workers who are presently unemployed within the same labor market area (50 - mile radius)
- The employer has relocated within the United States, Washington DC, and its territories (until 120 days after the date on which such establishment commences operations at the new location, if the relocation results in a loss of employment for any employee at the original location.

ON-THE-JOB TRAINING PACKET

The OJT Packet for each OJT Participant consists of the following:

1. Pre-Award Review Application
2. OJT Contract & Assurances
3. OJT Training Plan
    a. OJT Length Determination Form
4. Employer Reimbursement

OJT PACKET GRAPHIC

Pre-Award Application

- Completed 1 time per employer worksite per year
- Submitted before OJT Contract can be developed
- Determines if employer is qualified to enter into an OJT agreement

Contract & Assurances

- Completed 1 time per employer worksite per year
- Signed before the start of an OJT
- Covers all OJT Training Plans at the worksite for 1 year

Training Plan

- Shows trainee, worksite and reimbursement information
- Outlines training tasks and methods for the OJT
- Developed by JD NEG staff in coordination with Employer
- Utilizes SOC code & O*NET information
- Supported by the OJT Length Determination Form
- Initialed by employer upon completion of the OJT

Employer Reimbursement

- Submitted by employer no more than monthly and no less than quarterly
- JD NEG staff process the reimbursement payment based on the "Request for Reimb." form submitted by the employer
- Form must be accompanied by formal payroll records

OJT PRE-AWARD APPLICATION

1. Conduct a pre-award application to determine if the employer is qualified and capable of entering into a contractual agreement to provide on-the-job training.
2. A pre-award application must be completed prior to the negotiation and approval of the OJT contract.
3. The pre-award application can be completed in person or via telephone. If the form is completed over the phone, the employer must still sign the pre-award review form before an OJT contract can be developed.
4. The pre-award application must only be completed by an employer 1 time per year for each worksite location.

IMPORTANT: The Pre-Award Application must be completely and accurately filled out and signed before a determination can be made to enter into an OJT contract with the employer.

OJT CONTRACT & ASSURANCES

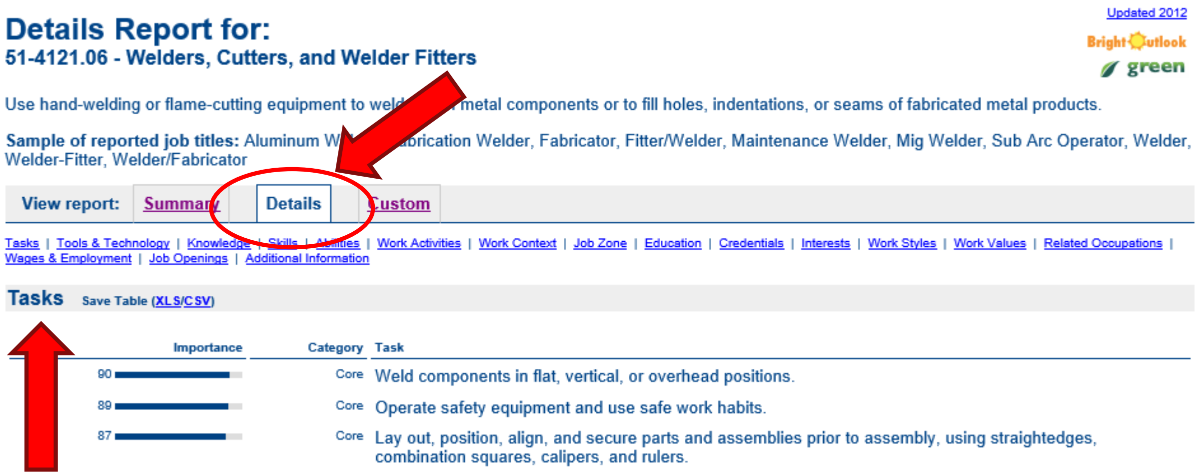
1. A training contract must be developed between the JD NEG Staff and the employer providing the training.
2. The OJT Contract & Assurances outlines the rights and responsibilities of the employer, participant and the OJT Service Provider.
3. OJT Contracts & Assurances are effective for one year or until all training plans initialed under this agreement are completed, whichever is later.
4. The OJT Contract & Assurances is a non-financial agreement established between the Nebraska Department of Labor and the employer, which establishes that the employer agrees to the follow all the terms, conditions and assurances.
5. The OJT contract must be filled out in its entirety and signed by all parties involved.

IMPORTANT: An OJT candidate cannot have worked for the employer at any time in the past, regardless of position, title or length of time since separation.

OJT Training Plan

1. The Training Plan identifies the financial and training obligation between the Nebraska Department of Labor and the participating employer.
2. The Training Plan is specific to each JD NEG participant; however, multiple training plans can be implemented under a single OJT Contract during the one year period of the OJT Contract.
3. Shows trainee, worksite and reimbursement information
4. Outlines the activities and training tasks to be performed by the employee for the OJT.
5. JD NEG staff utilize SOC codes and O*NET information to determine the appropriate training tasks for the occupation. This will be determined by:
    a. Looking up the occupation on O*NET
    b. Selecting the "Detail" tab in the View Report Section

c. Looking at the "Tasks" to be completed for the occupation
d. These "tasks" will make up the Training Tasks on the Training Plan



6. Developed by JD NEG staff in coordination with Employer.
   a. JD NEG staff provide the Training Plan to the employer for their review of the training tasks listed.
   b. The employer can edit, add, or remove training tasks for the OJT
7. Upon completion of the OJT (successful or unsuccessful) the employer:
   a. Indicates attainment of skill
   b. Initials the training tasks

OJT EMPLOYER REIMBURSEMENT

1. OJT Payments to employers for OJT wage reimbursement are deemed to be compensation for the extraordinary cost associated with training participants and the cost associated with the lower productivity of the participants.
2. Employer reimbursement requests will be submitted by the employer no more than monthly and no less than quarterly.
3. A "Request for Reimbursement" form must be submitted by the employer for the reimbursement request to be processed.
4. The Request for Reimbursement Form must be accompanied by official payroll records containing the trainee's hours and wages must be utilized to determine the amount reimbursed to the employer. Accurate payroll documentation must show:
   a. Employer/Company name
   b. Employee's name
   c. Wages paid out by the employer
   d. Date range for wages paid
   e. Employee's wage rate
   f. Employee's hours worked for the date range
5. The State maximum hourly reimbursement rate of $19.33/hour is only to be used when

the employee's wages meet or exceed:

   a. $38.66/hour at 50% reimbursement rate
   b. $25.77/hour at 75% reimbursement rate
   c. $21.48/hour at 90% reimbursement rate

6. There is no limit to the hourly wage an OJT participant can earn, but the employer may only be reimbursed for the determined percentage up to $19.33 per hour.

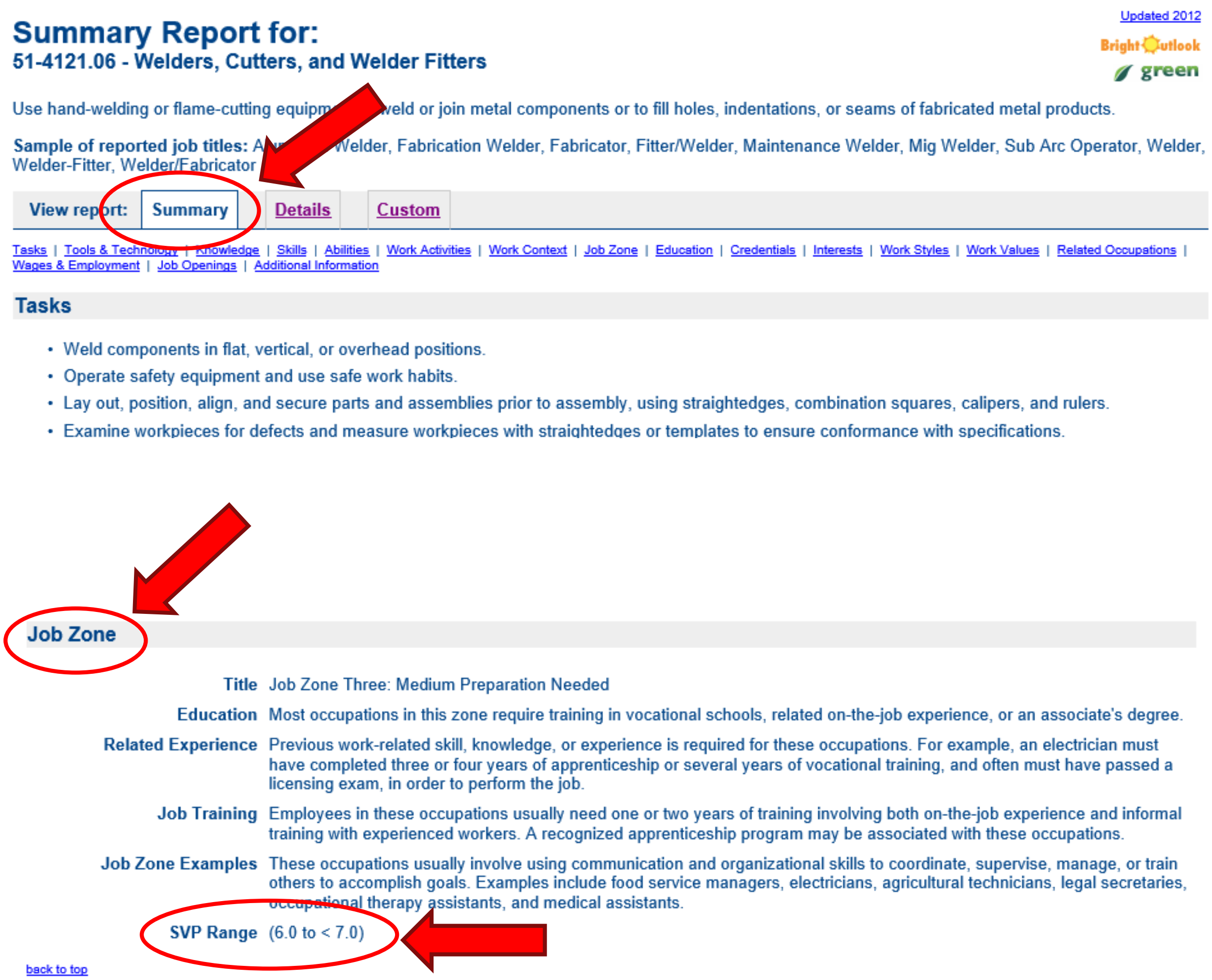
   Example:

   - Employer with 100 employees = Qualifies for 75% wage reimbursement
   - OJT participant gross wages = $28/hour
   - Employer reimbursed 75% of $28 *would* equal $21.00/hour
   - $21.00/hour is greater than the maximum allowable reimbursement of $19.33/hour
   - Therefore the employer will only be reimbursed $19.33/hour
   - $28/hour x 40 hours/week = $1,120 paid by employer
   - $19.33/hour x 40 hours/week = $773.20 reimbursement to employer for paid wages

7. An employer must have a W-9 (formal tax document) on file with NDOL.
   a. The form can be downloaded from the internet.
   b. Employers must complete the form and provide it to JD NEG staff.
   c. JD NEG staff must submit the form to NDOL Office of Finance.

OJT LENGTH DETERMINATION FORM

1. Each OJT occupation must have an O*NET SOC code
   a. A job title and job description must be provided by the employer for JD NEG staff to adequately determine the O*NET SOC code
2. Print off the SOC code information for the occupation from O*NET
3. Use this information to determine the Specific Vocational Preparation (SVP) range for the occupation
   a. Selecting the "Summary" tab in the View Report Section
   b. Scroll down and look in the "Job Zone" section to find the SVP Range



Updated 2012

Bright Outlook

green

Summary Report for:
51-4121.06 - Welders, Cutters, and Welder Fitters

Use hand-welding or flame-cutting equipm[…] weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Sample of reported job titles: A[…] Welder, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator

View report: Summary | Details | Custom

Tasks | Tools & Technology | Knowledge | Skills | Abilities | Work Activities | Work Context | Job Zone | Education | Credentials | Interests | Work Styles | Work Values | Related Occupations | Wages & Employment | Job Openings | Additional Information

Tasks

- Weld components in flat, vertical, or overhead positions.
- Operate safety equipment and use safe work habits.
- Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.
- Examine workpieces for defects and measure workpieces with straightedges or templates to ensure conformance with specifications.

Job Zone

Title	Job Zone Three: Medium Preparation Needed
Education	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.
Related Experience	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Job Training	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, occupational therapy assistants, and medical assistants.
SVP Range	(6.0 to < 7.0)

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4. SVP ranges are 1—9
    a. OJTs for SVP ranges 1 and 2 are not allowed under the JD NEG
    b. OJTs for SVP ranges 7, 8 and 9 require Stated Admin Approval
    c. SVP range 3 maximum training time = 12 weeks; 480 hours
    d. SVP range 4 maximum training time = 16 weeks; 640 hours
    e. SVP range 5 maximum training time = 20 weeks; 800 hours
    f. SVP range 6 maximum training time = 24 weeks; 960 hours
5. Use the maximum training time as the “starting point” for OJT hours
6. Determine the JD NEG participant’s related Educational Training and related Work History.
    a. “related” does not have to be exactly the same as the OJT position.
    b. Take into account transferable skills the participant gained/learned from their educational training and work history, and that can be utilized in the OJT.

Related educational training and work history will reduce the number of hours for the OJT because the participant has an increased skill level. Reductions are as follows:

REDUCTION FOR RELATED EDUCATIONAL TRAINING

1. 2 or more years of related educational training = 25% reduction in training hours
2. 1 to 2 years of related educational training = 15% reduction in training hours
3. 6 months to 1 year of related educational training = 10% reduction in training hours
4. Less than 6 moths of related educational training = 0% reduction in training hours

REDUCTION FOR RELATED WORK HISTORY

1. 4 or more years of related work history = 50% reduction in training hours
2. 2 to 4 years of related work history = 25% reduction in training hours
3. 1 to 2 years of related work history = 10% reduction in training hours
4. Less than 1 year of related work history = 0% reduction in training hours

CALCULATION OF MAXIMUM OJT AMOUNT

In addition to reduction in hours for Educational Training and Work History, the following information is collected/calculated on the OJT Length Determination form:

- ***Total Hours Reduced for Education and Work History***— The form calculates the total reduction in training hours based on educational and work history information.
- ***Maximum OJT Hours***—The form calculates the maximum allowable OJT hours based on based on educational and work history information.
- ***Employee Hourly Wage***—Enter the hourly wage the employer will pay the JD NEG participant.
- ***Employer Wage Reimbursement Rate***— Enter the percent of reimbursement for the employer. Employer reimbursement rate is based on number of employees at the worksite location where the OJT participant is working:
  a. 1—50 employees = up to 90% wage reimbursement
  b. 51—250 employees = up to 75% wage reimbursement
  c. 251 or more employees = up to 50% wage reimbursement
  d. The size of the employer is based on a single geographical site location. Site could be one store of a national chain or the site could include 60 acres of plant structures counting all employees.
- ***Maximum OJT Amount***—The form calculates the maximum OJT amount based on information provided in the form.

IMPORTANT: If there is a wage/pay increase during the OJT, two OJT Length Determination Forms will need to be completed: One with the initial wage and timeframe and the second indicating the increased wage and/or timeframe.

OJT OVERSIGHT BY JD NEG STAFF*

1. JD NEG case managers must provide oversight and quality control for all OJTs.
2. Site visits are to be conducted for all OJTs.
3. Site visits will be scheduled and coordinated with employers to ensure JD NEG staff are not disrupting the worksite, work day or participant job duties.
4. Site visits will monitor to ensure the OJT is in compliance with JD NEG OJT policy.
5. Site visits will be documented in NEworks using the JD NEG Worksite Visit case note template.

*The above responsibilities can be conducted in partnership with VR staff and do not have to be conducted directly by JD NEG staff.

Section 5–Supportive Services

SUPPORTIVE SERVICES

Participants who are participating in the Job Driven NEG may be eligible to receive supportive services. Supportive services may include, but are not limited to:

- Transportation
- Child Care

Any supportive services provided by another entity must be documented and considered when making the determination to provide supportive services through the program.

Supportive services are based on participant need and necessity to enable the client to participate in approved programs. This means:

- A participant *requires* the service in order to be able to participate in the program.
- A participant would not be able to participate in the program, job, etc. without the service.

1. Cost Considerations: The cost of supportive services must be both reasonable and competitive in price. When multiple options are available for receiving supportive services, documentation must show that a reasonable effort was made to determine the lowest competitive cost available was chosen.
2. Limitations: Designated management staff representatives may approve up to $500 in total aggregate supportive service costs for each client. Any client whose aggregate supportive service cost exceeds $500 must have prior Job Driven NEG Administrative approval.
3. Mileage Rate: The mileage reimbursement rate will not exceed 30 cents per mile on all new Financial Assistance Vouchers.

TYPES OF SUPPORTIVE SERVICE

Assistance for allowable services includes, but is not limited to:

A. **Mileage Reimbursement**
Mileage reimbursement is available for clients who must commute to and from a work site or training site for which no other form of transportation is available. “Map” mileage must be used as the basis for payment.

B. **Childcare**
Childcare assistance may be provided by a licensed day care provider to clients who are not able to participate in the program without such assistance. This includes clients who are in danger of dropping out or making less than satisfactory progress due to unsatisfactory or unreliable childcare arrangements.

C. **Protective Clothing, Tools, and Equipment**

Supportive services assistance is authorized for protective clothing, tools, and equipment required for clients to enroll and participate in training programs or employment under the program. These items may include eyewear, steel-toed shoes, work related or training related tools and equipment, uniforms, etc. If these items are required under the training program curriculum, they become training costs. Items not included in the training program curriculum are supportive services if they are provided to the participant.

To authorize supportive services for protective gear, it must be determined the items are necessary to protect the participant's health and safety. Tools and equipment procured for participants to obtain employment after they have completed a training program must be fully justified by an employer's statement, or by sources other than the participant.

D. **Linkages to Community Services**

Assistance in providing linkages, referrals, and accurate information about the availability of supportive service assistance not provided or funded by the program. These services may include: Food stamps, temporary assistance for needy families (TANF), veteran's assistance funds, financial assistance for education, county public assistance funds, etc.

Section 6–Job Coaching Services

Job Coaching is an inclusive service strategy designed to meet the reemployment needs of individuals that are unable to find employment utilizing their current resources. Participants will be coached and counseled through career planning and work-based training opportunities. Job coaching will center on participant Knowledge, Skills and Abilities (KSA), Labor Market Information and high demand jobs. The services that are included and provided under the umbrella of job coaching include, but are not limited to:

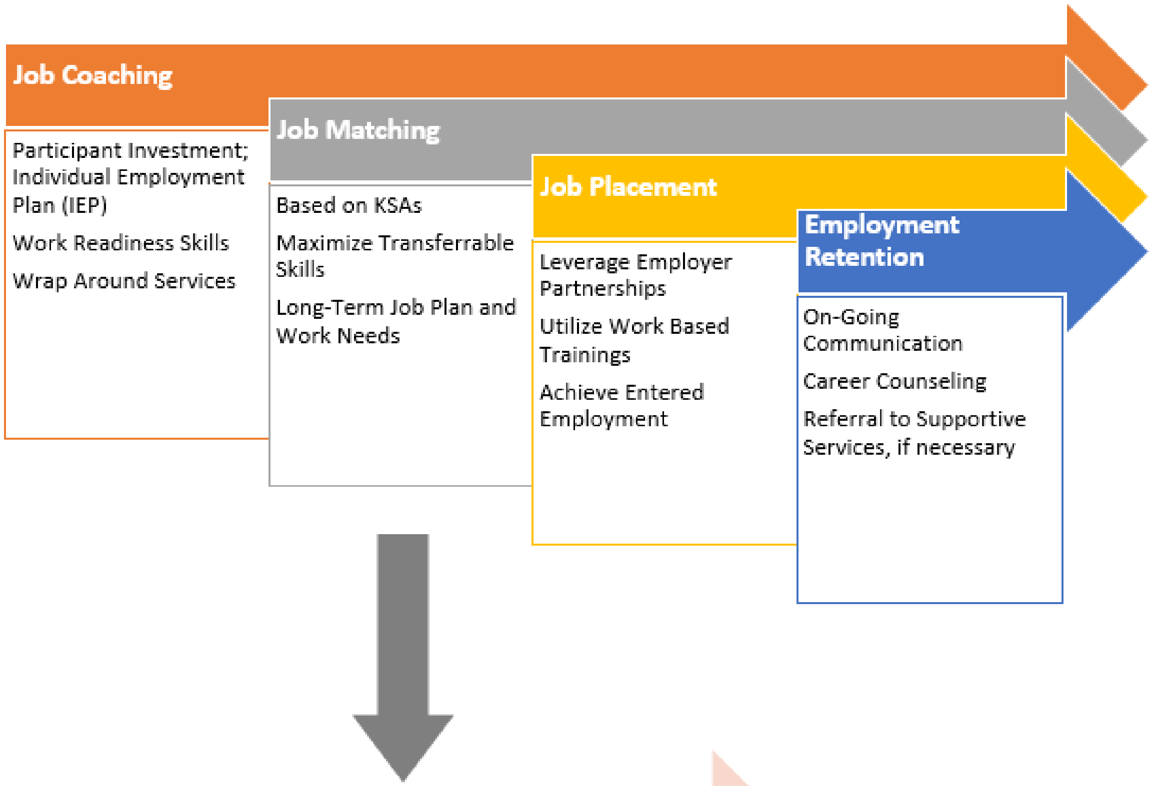
JOB COACHING STRATEGIES

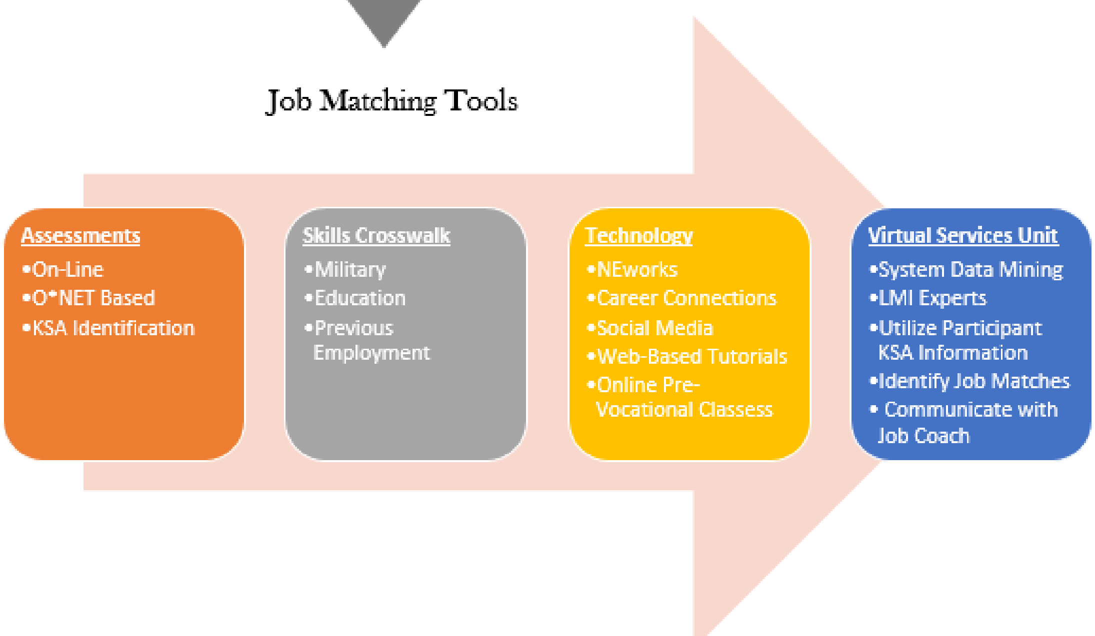
Job coaching is the intentional provision of services and occurs throughout the client's participation in the JD NEG program. JD NEG staff observe and assess participants during all interactions; including email, in person, over the phone. During interactions with participants, JD NEG staff utilize job coaching techniques by observing and addressing the following:

1. **How has the participant been successful?**
   - Did they complete tasks that were assigned?
   - Are they following through with their responsibilities?
2. **What challenges is the participant facing?**
   - What employment barriers do they have?
   - What personal circumstances could impact their employment situation?
3. **What are they telling you?**
   - Ask the participant leading questions: Services the program provides are based on the needs of the client, and those needs are determined based on information they provide.
   - Listen to what they are saying.
4. **What aren't they telling you?**
   - What isn't being said can be an indicator of struggles or challenges.
   - Go back to 3a and ask them leading questions if necessary.
5. **What are they responsive to?**
   - How can we set them up for success?
   - Determine "best practices" for participants.
6. **Provide an appropriate and professional example for the participant to observe.**
   - Workforce professionals model the behaviors expected in the workplace.
7. **Determine *how* each interaction is a job coaching opportunity.**
   - Is it the participant's language, actions, follow-through, etc.?
8. **Clearly communicate with the participant.**
   - Do not assume participants understand the expectations or guidance provided.
9. **Find successes for the client to celebrate.**
   - Celebrate their successes so they build a sense of confidence.
10. **Address opportunities for growth.**
    - Be professional and supportive, but hold participants accountable for their role in their reemployment process.
11. **View all interactions through the lens of an employer.**
    - Encourage the participant to do the same so they gain a better understanding of how their actions impact their employment.
    - Translate each assignment or task into real-world employment situations.

JOB COACHING MODEL

The job coaching and job matching model below utilizes tools and resources that allow participants the opportunity to explore viable employment options that match their KSAs. Assessments are a key component of this model. Job coaching strategies will be based on assessment results and participant KSAs. Employment opportunities that are refined and based on participant KSAs will lead to greater success for quicker reemployment and employment retention for individuals.





PARTICIPANT DASHBOARD

A participant Dashboard was developed for the JD NEG to compile information for each participant. The information is obtained during the enrollment process for the JD NEG. This information is formatted in a manner that takes into consider multiple pieces of information in order to maximize the participant's opportunity for Job Retention.

The participant Dashboard serves multiple purposes. The Dashboard:

- Provides a snapshot of the participant's Knowledge, Skills and Abilities (KSAs).
- Is a one page summary that identifies background information and relevant factors to guide the participant's employment plan.
- Is provided to the participant for future use and planning after they leave the JD NEG program.

Sections of the Dashboard include:

1. **Job Retention Needs**—these are factors that will impact a participant's ability to be successful and maintain a job beyond the initial placement. What will allow the participant to stay at this job? These are "needs", not "wants". These are the deal breakers that will impact their ability to stay at this job for a long period of time. Factors include but are not limited to:
    a. Wages—how much money do they need to make to keep a job?
    b. Work Schedule—are there special considerations that limit when they can work?
    c. Location of job—how far can they travel to work?
    d. Transportation—do they have reliable transportation? Do they need to be on a bus route?
    e. Health & Medical Benefits—do they require this?
    f. Retirement Benefits—do they require this?
    g. Work Environment—is it important to them that they have a good working environment?
    h. Sense of Fulfillment—do they need to feel fulfilled by their job?
2. **Special Considerations**—these are items that need to be considered for job search and job placement. Depending on the circumstance, these considerations may limit the types of job an individual should pursue. Examples are:
    a. Criminal History—may not be eligible to work in certain places
    b. Physical Restrictions—could impact types of jobs they can do
    c. Transportation—limited transportation
3. **Work History**—the three most recent jobs are used to look for information related to the SOC Code on O*NET. This is limited to the 3 most recent jobs because:
    a. If the person has a spotty work history, and they are unable to maintain employment, then additional job history information will not be of assistance.

   b. If the person has a strong work history, then 3 jobs will be sufficient to obtain information about types of work duties performed for transferable skills.

4. **Education**—this information shows the highest level completed and the name of any credentials or certificates earned.
5. **Basic Skills Level**— this information shows the type of basic skills assessment used and the math and reading level of the individual.
6. **Nebraska Career Connections**—lists the top 2 Career Clusters and Career Pathways from the Kuder Assessments for Career Interests and Skills Confidence. Shows the ranking for Work Values assessment.
7. **Transferrable Skills**—based on information in the Dashboard and comparisons in O*NET, transferrable skills can be identified. The participant should consider these skills when looking for work.
8. **Industry Opportunities**—based on Transferrable Skills identified in the Dashboard, staff can utilize local Labor Market Information available on NEworks to identify career opportunities in the community for the participant.

NAME:

DESIRED OCCUPATION:

SOC CODE: **CITY:**

JOB RETENTION NEEDS

1.
2.
3.

SPECIAL CONSIDERATIONS

1.
2.
3.

WORK HISTORY

JOB TITLE
SOC CODE TIME
JOB TITLE
SOC CODE TIME
JOB TITLE
SOC CODE TIME

EDUCATION

HIGHEST LEVEL COMPLETED
CREDENTIAL NAME
CREDENTIAL NAME
CREDENTIAL NAME

BASIC SKILLS LEVEL

ASSESSMENT
CONTENT AREA GRADE
CONTENT AREA GRADE
ASSESSMENT
CONTENT AREA GRADE
CONTENT AREA GRADE

NEBRASKA CAREER CONNECTIONS: KUDER ASSESSMENTS RESULTS

CAREER INTERESTS

TOP CAREER CLUSTER
TOP CAREER PATHWAY
2ND CAREER CLUSTER
2ND CAREER PATHWAY

SKILLS CONFIDENCE

TOP CAREER CLUSTER
TOP CAREER PATHWAY
2ND CAREER CLUSTER
2ND CAREER PATHWAY

WORK VALUES

1.
2.

TRANSFERRABLE SKILLS

1.
2.
3.
4.
5.

INDUSTRY OPPORTUNITIES

INDUSTRY
OCCUPATION
SOC CODE
OCCUPATION
SOC CODE
OCCUPATION
SOC CODE

INDUSTRY
OCCUPATION
SOC CODE
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